

LIBRARY CIRCULATION MANAGER

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs intermediate paraprofessional work overseeing circulation activities and assisting library patrons; does related work as required. Work is performed under regular supervision. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, directing, overseeing and participating in circulation activities; selecting and evaluating performance of circulation staff; preparing and maintaining files and records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs and evaluates assigned staff; processes employee concerns/problems; counsels, disciplines and completes employee performance appraisals; prepares work schedules; advertises for and interviews prospective hires; rates and ranks job applications; hires Library Associates, Clerks and Pages; prepares and submits leave and time sheets.
- Plans and coordinates the functions of the circulation division; identifies staff development needs; trains staff.
- Implements and reviews all circulation policies and procedures; recommends policy changes to the Board; supervises the overall operation of the circulation desk; collects circulation statistics and maintains all circulation reports; supervises and maintains all automated circulation systems, including all reporting functions.
- Talks to patrons about their accounts; explains library policies and procedures to patrons as needed; coordinates and oversees legal action against delinquent accounts.
- Performs circulation duties; opens and closes building; prepares over due notices; checks books in and out; prepares daily circulation reports; takes overdue fines and writes receipts; issues library cards; operates and maintains library facility; ensures shelves are in order.
- Assists patrons in choosing books to read; looks up information in computer programs, encyclopedias, reference books, card catalog; maintains all patron registration files; supervises patron data entry into automated system and assures quality control of system.
- Receives and responds to inquiries and complaints; resolves problems with circulation of materials.
- Maintains circulation budget; orders supplies.
- Oversees and schedules building and grounds maintenance.
- Oversees placement of volunteers; collects and reports volunteer hours; plans annual volunteer recognition program.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, practices and techniques of modern library operation; thorough knowledge of library system computer applications; ability to maintain accurate records and statistics and complete accurate reports; ability to exercise initiative and independent judgment; ability to communicate ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with library patrons and associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in business management, accounting or related field and considerable experience in a library setting including some supervisory experience.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines; determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

None.

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